



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR UNIVERSITY ACADEMIC AFFAIRS

University Transfer Office

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CORE TRANSFER LIBRARY

The Core Transfer Library (CTL) is a list of courses that are pre-approved for transfer between all Indiana public college and university campuses, along with a growing number of participating independent colleges and universities. The CTL is defined within Indiana Law ([IC 21-42-5-4](#)) and requires the Indiana Commission for Higher Education (ICHE) to create and maintain a common numbering system for mapping all listed courses. Advanced Placement (AP) credit has also been added to the CTL so that scores of 3 or higher can also be counted as college credit and applied toward degree requirements. College-Level Examination Program (CLEP) credit has been added to the CTL as well. Some independent colleges of Indiana have also joined the CTL and added their courses. As additional independent colleges of Indiana are being added to this statewide initiative, IU's internal processes are designed to ensure that standards are followed and IU stays in compliance with what is put forward by ICHE.

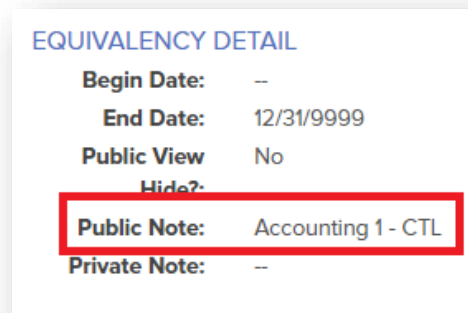
GUIDANCE STATEMENT: All University Transfer Units must align their campus procedures for interfacing with the Core Transfer Library, with the procedures stipulated herein.

REGIONAL CAMPUSES - Use TES (Transfer Equivalency System) from CollegeSource Inc. for access and evaluation. If changes are required, avoid removal or change of labels. Note that except for grammatical errors or the addition of a new course, no changes will be processed by the University Transfer Office. Extenuating circumstances for student exceptions do not require rule change. Changing of a course-to-course equivalency to undistributed credit is not allowed.

SUMMARY: This document will cover the guidelines to follow, how to process credit, and finally the timelines and deliverables for each role. By the end, readers should have a good understanding of what is expected from each area, and IU's process for handling CTL courses and AP credit.

GUIDELINES: All CTL courses and AP exams are expected to meet the general education requirements of undergraduate degree programs with a majority counting as one-to-one equivalencies between institutions. This being the case, there are some basic guidelines to follow.

- All courses listed in the CTL, from any external institution, have to be given an equivalency and an articulation rule created.
- If an IU campus determines that they do not have a course equal to the CTL subject, it can be listed as course not taught in the CTL. However, even though an IU course is not selected, any course listed from another institution still has to be given credit. If no course-to-course equivalency is possible, then the least amount of credit to be given is undistributed. Nontransferable is NOT an option!
- All AP tests listed in the CTL have to be given an articulation. If a specific course is not available, then undistributed credit will be given. Nontransferable is NOT an option!
- All CLEP tests listed in the CTL have to be given an articulation. If a specific course is not available, then undistributed credit will be given. Nontransferable is NOT an option!
 - NOTE: IU Bloomington only awards CLEP credit to veterans and military personnel.
- Articulation rules in SIS cannot be changed unless a formal review of the course has been made and gone through all the proper channels. Campuses using TES can tell which courses are part of the CTL by a note that is attached to the equivalency in TES.



Having the note in this format makes it easy to sort the courses alphabetically and allows easy comparison with list of courses in CTL. This note should not be removed and is only updated or removed if such actions have been approved through the proper process.

- When course-to-course equivalencies are shown in the CTL, that transfer course has to be brought in using the course-to-course articulation. It cannot be changed to undistributed credit.

- If a situation occurs where a student's program requires an IU course that is not used in the CTL but one of the transfer courses being brought it can meet the requirements, then in this instance only can the equivalency be changed. Only this particular student's record may be updated. The articulation rule using the transfer course is NOT to be changed.

ROLES AND RESPONSIBILITIES:

1. ICHE

- Once a year, ICHE updates the courses for both the subjects, AP credit, and CLEP credit listed on the CTL website based on the course reviews processed by the institutions and committee.
- Oversee and facilitate regular review of subjects and courses between all institutions involved while assisting in adding new institutions to the agreement.

2. UTO

- After ICHE does their update, UTO does an evaluation of the rules in SIS compared to what is listed on the CTL website. Once the evaluation is complete it will be sent to the campuses.
- An evaluation will be done 3-4 times per year to make sure articulations in SIS are compliant with the CTL, but no report will be sent to the campuses unless issues are found.

3. CAMPUSES

- Each campus has a CTL Coordinator who is responsible for facilitating regular review of the courses, AP credit, and CLEP credit that are listed in the CTL. The coordinator also submits any course updates to ICHE during the appropriate time frame.
- Once UTO completes the evaluation and sends it to the campuses, the campuses are to fix any issues listed making sure they follow the guidelines.
- Faculty are involved in the review of subjects and courses that are added to the CTL.

CONCLUSION: All entities including ICHE, UTO, IU campuses and faculty, have to work together to support transfer students and ease the transfer process. One of these ways is through the CTL and the course evaluations that have been created. In order to be consistent and uniform when processing transfer credit, IU has created policy and guidelines that can be followed by IU staff. The ultimate goal is that transfer students, between all these institutions, will have a smooth transfer process and IU can shine above the rest. IU should go above and beyond what is required by state and do all it can to assist transfer students.

If you have any questions or concerns with this process, contact the UTO at uto@iu.edu.